

FINANCIAL SERVICES

MISSION STATEMENT

The Financial Services Department is committed to quality and excellence ensuring the financial integrity of the City and its related agencies while providing efficient courteous service.

DESCRIPTION

The Financial Services Department is responsible for providing qualitative as well as quantitative financial information that allows the City Council and all City departments to make informed decisions as to allocation of available resources. Through careful analysis of revenues and expenditures, the department is able to propose a balanced City budget (for all funds) at the beginning of each fiscal year. Financial Services also discloses the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of other services, such as purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation, Public Employees' Retirement System (PERS) management, debt management, and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants.

The department will continue to monitor the City's financial results. In light of ever changing reporting requirements by the Governmental Accounting Standards Board (GASB), Financial Services will ensure full compliance. Financial Services staff will provide ongoing training in the Oracle financials module to City employees in order to maintain a high level of customer service to its residents and businesses.

The department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Projects (CIP) budgeting that is recognized by the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) as they strive to obtain an unqualified opinion from an independent auditor.

The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, and continuing disclosure requirements.

CHANGES FROM PRIOR YEAR

The Oracle Financials module was upgraded from the earlier version of 11i to R12. This upgrade was necessary to begin implementation of the work order asset management system.

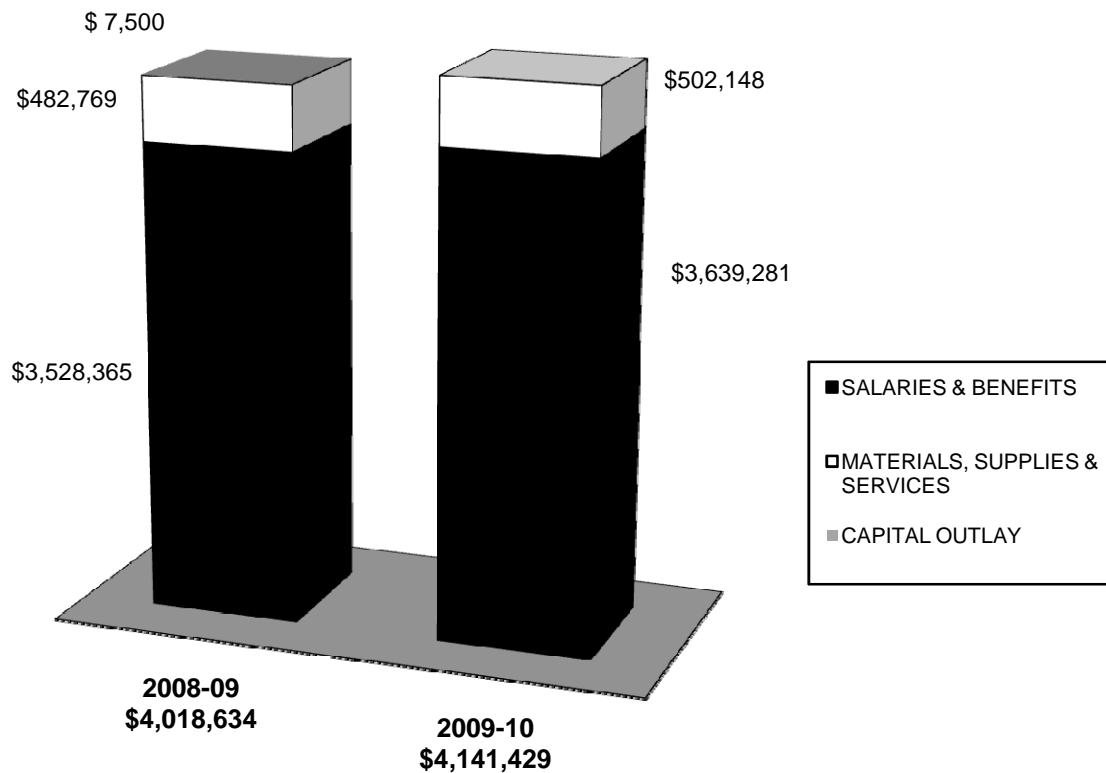
Purchasing implemented an electronic bid management system to enable vendors to bid on City contracts via the Internet. The on-line process eliminates the inefficiencies of a paper environment and gives prompt responses to bid proposals. Prospective bidders can search and bid electronically for projects at anytime.

DEPARTMENT SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	34.000	34.000	33.000	(1.000)
Salaries & Benefits	\$ 3,613,058	\$ 3,528,365	\$ 3,639,281	\$ 110,916
Materials, Supplies, Services	470,850	482,769	502,148	19,379
Capital Outlay		7,500		(7,500)
TOTAL	\$ 4,083,908	\$ 4,018,634	\$ 4,141,429	\$ 122,795

FINANCIAL SERVICES

Department Summary



2008-09 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$732 million.
- Worked with consultant and all applicable departments on the development of a full cost allocation plan.
- Coordinated the FY 08-09 audits scheduled for the Transient Occupancy Tax and Transient Parking Tax. Began the Fire Department Operational
- Worked with Information Technology to upgrade the general ledger in preparation for a work order asset management system.
- Coordinated and completed an operational review of the Police Department and the Verdugo Fire Communications Center.
- Received awards from the California Society of Municipal Finance Officers (CSMFO) for Excellence in Operating Budgeting FY 2008-09 and Excellence in Capital Budgeting FY 2008-09.
- Received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2008-09, the highest form of recognition in governmental budgeting.
- Developed a 5-year long range financial forecast to address the current and future projected budget.
- Implemented the electronic bid management system to bid on City contracts.
- Examined the criteria of the Government Accounting Standards Board (GASB) Statement 49 in regards to providing public information on the financial impact of environmental cleanups.
- To promote sustainability, worked with Information Technology to implement a beta-site to test a multi-function printer within the Police Department.
- Migrated the budget salary projections to Oracle from the City's mainframe legacy system.

2009-10 WORK PROGRAM GOALS

- Continue to update the current 5-year long range financial forecast to address any future projected budget shortfalls and to forecast within + or - 3% of actual results.
- Establish periodic revenue reports to present to executives and Council members.
- Coordinate planned audits including Transient Occupancy Tax (TOT) and Transient Parking Tax (TPT) audits and others as well.
- Work with Information Technology to implement the Oracle Enterprise Asset Management (EAM) work order system.
- Work with our consultants and all applicable departments to further enhance the annual cost allocation plan.
- Assist with the Parks, Recreation & Community Services Department in the development of an integrated pest management program to decrease the use of toxic pesticides.
- Work with the Community Development Department to support the City Council's goal of providing economic stimulus to local businesses by communicating with the Chamber of Commerce and educating local businesses on how to effectively do business with the City.
- Continue to assist BUSD with the financing of the High School Athletic Fields Project.
- Continue to explore alternative funding sources for a new Central Library.
- Implement any newly issued GASB pronouncements to ensure the accurate reporting of the financial requirements.
- To reduce paper costs and promote sustainability, Purchasing will implement multi-functional printers to all departments.
- Work with Consultant and Retirement Plans Committee to conduct an analysis on the City's Deferred Compensation program and begin the Request for Proposals for a new provider(s).
- Develop a city-wide ethics and fraud policy per the recommendation of the annual auditors.
- Work with the Information Technology Department to design, test and implement the new CalPERS health and retirement reporting system.

Accounting/Administration Division

001FN01A

The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This Division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS management, accounts payable, accounting and financial reporting, as well as managing of internal audits are services found in this Division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Complete State Controller's Reports (City and Redevelopment Agency), Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Issue the 6/30/09 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate Annual Financial Audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Work with all necessary departments to revise and maintain five-year cash flow analysis for Refuse, Sewer, Golf, Gas Tax, Parking Authority, Transportation funds, Redevelopment funds and selected Internal Service funds.
- Work with Information Technology to implement ongoing enhancements for the Enterprise Resource Planning (ERP) system.
- Perform system requirements documentation with the Information Technology Department.
- Debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and standard ongoing departmental meetings.

CHANGES FROM PRIOR YEAR

An Assistant Financial Services Director position has been frozen to meet the requested 5 percent budget reductions for the 09-10 fiscal year.

A reorganization of the Division allowed for a re-assignment of an Administrative Analyst to the Accounts Payable section to improve the efficiency of issuing warrants. The Administrative Analyst was re-assigned to oversee, monitor, and contribute to the daily functions of accounts payable.

DIVISION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	17.000	17.000	16.000	(1.000)
Salaries & Benefits	\$ 2,330,394	\$ 1,875,105	\$ 1,799,686	\$ (75,419)
Materials, Supplies, Services	309,109	301,537	236,170	(65,367)
TOTAL	\$ 2,639,503	\$ 2,176,642	\$ 2,035,856	\$ (140,786)

Budget/Purchasing/Revenue Division

001FN02A

The Budget Section's main function includes the development of the annual operating and capital improvement program (CIP) budgets. Accomplishing these objectives requires coordination with City departments to submit reliable revenue estimates and ensure that expenditure parameters are adhered to during the budget preparation process. The Division submits a proposed budget document for review prior to Council adoption.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services. The Warehouse provides support to general City departments through the purchase and distribution of various stock items.

The Revenue Section is responsible for managing the revenue operations of the City and monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables including the collection of Citywide delinquent accounts. The division is also responsible for monitoring all

OBJECTIVES

- Prepare and maintain a balanced annual operating and CIP budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate annual cost allocation plan.
- Coordinate annual update of Burbank Fee Schedule.
- Prepare annual *Budget in Brief* Document and Budget Brochure.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and standard ongoing departmental meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and request for proposals as well as negotiating contract terms.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Support general warehousing needs in a timely and customer-friendly manner by increasing the efficiency of the Warehouse Section procedures and continued staff development and
- Coordinate the City's Internal Audit program.
- Administer the City's billed receivables and maintain delinquent accounts for all departments.

CHANGES FROM PRIOR YEAR

Through Council approval, the Revenue Division amended the Franchise Fee Ordinance to add potential revenues to support Public Education and Government (PEG) access and establish a schedule of fines to enforce customer service standards.

Purchasing has started the process to transition the copier machines to a multi-use function to promote sustainability. A beta test site has been established and implementation of copiers to all departments will be completed in the fiscal year.

City Council approved a one-time appropriation for a revenue optimization review to explore potential sources of revenue for the City.

DIVISION SUMMARY

	EXPENDITURES 2007-08	BUDGET 2008-09	BUDGET 2009-10	CHANGE FROM PRIOR YEAR
Staff Years	17,000	17,000	17,000	
Salaries & Benefits	\$ 1,282,664	\$ 1,653,260	\$ 1,839,595	\$ 186,335
Materials, Supplies, Services	161,741	181,232	265,978	84,746
Capital Outlay		7,500		(7,500)
TOTAL	\$ 1,444,405	\$ 1,841,992	\$ 2,105,573	\$ 271,081

Accounting/Administration

001FN01A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		17.000	17.000	16.000	(1.000)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,702,059	\$ 1,338,739	\$ 1,277,954	\$ (60,785)
60006	Overtime	8,603	10,000	10,000	
60012	Fringe Benefits	608,014	521,878	507,244	(14,634)
60022	Car Allowance	3,749	4,488	4,488	
60031	Payroll Adjustment	7,969			
		2,330,394	1,875,105	1,799,686	(75,419)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 194,677	\$ 201,237	\$ 140,469	\$ (60,768)
62300	Special Departmental Supplies	2,891	5,400	7,000	1,600
62310	Office Supplies	38,964	22,975	21,897	(1,078)
62420	Books & Periodicals	255	1,000	1,000	
62440	Office Equip Maint & Repairs		765	765	
62455	Equipment Rentals	1,265	3,500	3,500	
62700	Memberships & Dues	1,415	1,080	1,080	
62710	Travel	4,396	7,760	7,760	
62755	Training	7,691	3,130	3,130	
62895	Miscellaneous	585	2,500	900	(1,600)
NON-DISCRETIONARY					
62241	Other Direct Charges	8,066			
62470	F533 Office Equipment Rental	1,605			
62485	F535 Comm Equip Rental	20,826	22,158	20,165	(1,993)
62496	F537 Computer Equip Rental	26,473	30,032	28,504	(1,528)
		309,109	301,537	236,170	(65,367)
PROGRAM TOTAL		\$ 2,639,503	\$ 2,176,642	\$ 2,035,856	\$ (140,786)

Budget/Purchasing/Revenue

001FN02A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2007-08	FY 2008-09	FY 2009-10	PRIOR YEAR
STAFF YEARS		17.000	17.000	17.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 901,806	\$ 1,167,368	\$ 1,274,124	\$ 106,756
60006	Overtime	632	500	500	
60012	Fringe Benefits	371,065	485,392	564,971	79,579
60031	Payroll Adjustment	9,161			
		1,282,664	1,653,260	1,839,595	186,335
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 70,382	\$ 80,903	\$ 170,678	\$ 89,775
62300	Special Departmental Supplies	2,448	6,500	4,128	(2,372)
62310	Office Supplies	7,105	7,845	7,845	
62405	Uniform & Tool Allowance	520	862	862	
62420	Books & Periodicals	19	505	505	
62440	Office Equip Maint & Repairs	277	445	445	
62450	Building Grounds Maint	206			
62455	Equipment Rentals	2,329	5,388	5,181	(207)
62700	Memberships & Dues	2,368	1,740	1,740	
62710	Travel	7,528	4,440	5,000	560
62755	Training	1,694	2,350	2,350	
62895	Miscellaneous	7	400	400	
NON-DISCRETIONARY					
62220	Insurance	34,403	34,403	37,513	3,110
62470	F533 Office Equipment Rental	647			
62475	F532 Vehicle Equipment Rental	9,997	12,400	8,160	(4,240)
62485	F535 Comm Equip Rental	7,784	7,728	7,080	(648)
62496	F537 Computer Equip Rental	14,027	15,323	14,091	(1,232)
		161,741	181,232	265,978	84,746
CAPITAL OUTLAY					
70011	Operating Equipment		\$ 7,500		\$ (7,500)
			7,500		(7,500)
PROGRAM TOTAL		\$ 1,444,405	\$ 1,841,992	\$ 2,105,573	\$ 263,581

FINANCIAL SERVICES

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2007-08	STAFF YEARS 2008-09	STAFF YEARS 2009-10	CHANGE FROM PRIOR YEAR
FINANCIAL SRVCS DIR	1.000	1.000	1.000	
ASST FINC SRVCS DIR	2.000	2.000	1.000	-1.000
DEPUTY FINC SRVCS DIR			1.000	1.000
PURCHASING MGR	1.000	1.000	1.000	
BUDGET MANAGER	1.000	1.000	1.000	
GRANTS & REV MANAGER	1.000	1.000	1.000	
FISCAL OPER SUPV	1.000	1.000		-1.000
SR BUYER	1.000	1.000	1.000	
SR ADMIN ANALYST	1.000	1.000	2.000	1.000
BUDGET ANALYST	1.000			
BUDGET ASSISTANT	1.000			
ADMIN ANALYST II		2.000	1.000	-1.000
PRINCIPAL ACCOUNTANT	1.000	1.000	1.000	
ACCT/AUDIT MANAGER	1.000	1.000	1.000	
FIN SYSTEMS MANAGER	1.000	1.000	1.000	
SR ACCOUNTANT	1.000	1.000	1.000	
BUYER II	1.000	1.000	1.000	
ACCOUNTANT	2.000	2.000	2.000	
SUPV ACCOUNT CLERK	3.000	3.000	3.000	
SR. COLLECTIONS SPECIALIST	1.000	1.000	1.000	
ADMINISTRATIVE ANALYST I	1.000	2.000	2.000	
PAYROLL TECH II	1.000	1.000	1.000	
PAYROLL TECH I	1.000	1.000	1.000	
STOREKEEPER	1.000	1.000	1.000	
ACCOUNT CLERK	4.000	3.000	2.000	-1.000
SR. CLERK			1.000	1.000
STORES HELPER	1.000	1.000	1.000	
EXECUTIVE ASSISTANT	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
TOTAL FULL TIME	34.000	34.000	33.000	-1.000
TOTAL STAFF YEARS	34.000	34.000	33.000	-1.000